

CLASS TITLE:

**CHIEF REGISTERED
OCCUPATIONAL THERAPIST
(MR/DD)**

Class Code: 02802900

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for planning, coordination and supervising of a professional staff engaged in providing occupational therapy services to meet the special needs of mentally retarded and developmentally disabled clients, particularly with regard to self-help skills and activities of daily living; to be responsible for development, coordination and management of clinical affiliation programs for occupational therapy students; to be responsible for the evaluation of occupational therapy techniques and methods to increase staff capabilities; to administer and assign programs of work for occupational therapy staff; to consult with and provide assistance to Mental Retardation/Developmentally Disabled (MR/DD) education and treatment professionals in various treatment settings; to provide education and support to clients' families and MR/DD support groups; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent action related to MR/DD occupational therapy services; work is reviewed upon completion through conferences and submitted reports, and the results reviewed for conformance to professional standards, agency policies, rules and regulations.

SUPERVISION EXERCISED: Exercises administrative, professional and technical supervision of professional and/or non-professional occupational therapy staff and others engaged in the administration of an assigned program in occupational therapy for the mentally retarded and developmentally retarded.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for planning, direction, coordinating and supervising of a professional staff and non-professional staff engaged in providing a program of occupational therapy services for mentally retarded and developmentally disabled clients.

To be responsible for developing clinical student affiliation programs with approved schools of occupational therapy.

To conduct conferences and staff consultations to review occupational therapy treatment policies and procedures.

To review professional standards of occupational therapy programs in an MR/DD setting.

To provide leadership in the development of in-service training and education programs for occupational therapists and other related staff employees.

To plan, organize and coordinate delivery of in and outpatient occupational therapy services.

To submit periodic reports related to the status of occupational therapy programs and services.

To review research and educate therapy staff on current information related to principles and practices of occupational therapy evaluation and procedures.

To review, interpret and coordinate medical and other staff referrals for occupational therapy services.

To be responsible for writing, filing and submitting comprehensive records and reports.

To schedule staff assignments and to administer distribution of client activities based on referrals.

To assist in the preparation of departmental budget information related to ordering equipment and supplies.

To coordinate occupational therapy services with other MR/DD rehabilitative services.

To evaluate community needs and trends for occupational services and to provide such services to MR/DD clients as required.

To educate and consult with families of MR/DD clients and with MR/DD support groups and

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods and techniques of occupational therapy; a thorough knowledge of administrative principles and practices related to providing occupational therapy services for mentally retarded and developmentally disabled clients in a variety of treatment settings; the ability to develop and maintain clinical student affiliation programs in occupational therapy; the ability to design and maintain effective staff development through a program of in-service training; the ability to instruct, stimulate and maintain the interest of mentally retarded and developmentally disabled clients; the ability to evaluate policies and procedures related to provision of occupational therapy programs in MR/DD settings; the ability to direct subordinates and students in the application of occupational therapy techniques; the ability to establish and to maintain effective working relationships with superiors and associates, other public and private rehabilitation agencies, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a program approved by the Council on Medical Education of the American Medical Association in collaboration with the American Occupational Therapy Association; and

Experience: Such as may have been gained through: considerable full-time employment in a hospital, rehabilitation center or community agency as a Registered Occupational Therapist with supervisory, administrative and consultant occupational therapy responsibilities in the development of programs for the rehabilitation of disabled persons.

SPECIAL REQUIREMENT: Must be a Registered Occupational Therapist with the American Occupational Therapy Association, and maintain registration as a condition of continued employment.

Class Created: December 21, 1986

Editorial Review: 3/15/03